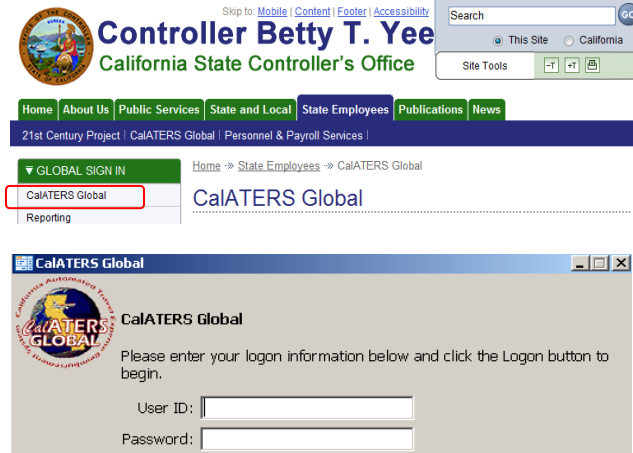




Create Expense Reimbursement

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

From the CalATERS web site at
http://www.sco.ca.gov/calaters_global.html
Under Global Sign In, click CalATERS Global.

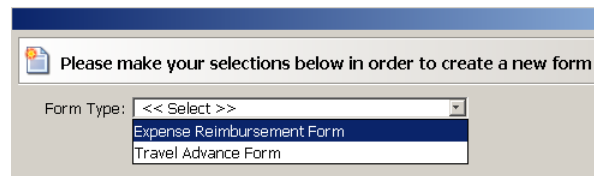


Enter the User ID and Password, and then
click **Logon**.

Step 1



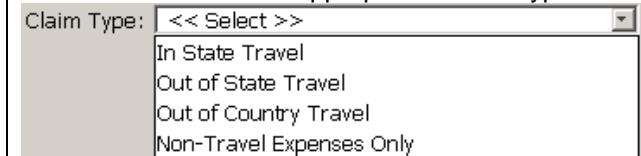
Click the **New** icon to begin the Expense Reimbursement form.



Select "Expense Reimbursement Form".

Step 2

Click **Claim Type** and select the appropriate Claim Type.



Click **Trip Type** and select the appropriate Trip Type.



Click **Ok**.

Step 3

Key the Report Name (based on department policy),
and then click **Ok**.

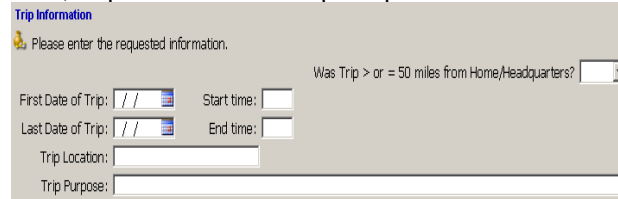


Step 4

Complete trip information as requested.

This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.

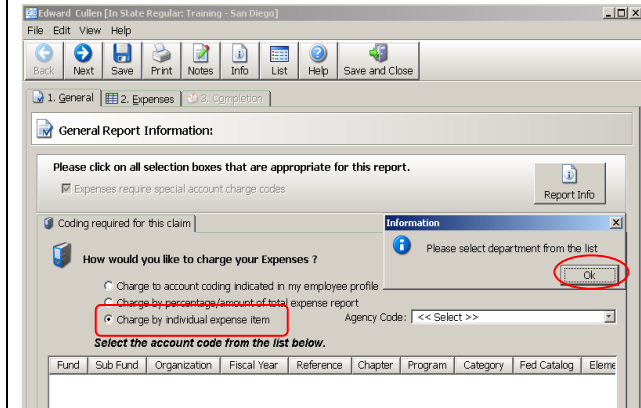
Enter the First Date of Trip, Last Date of Trip (or click to select date from the calendar), start/end time, Trip Location and Trip Purpose.



Click **Was Trip > or = 50 miles from Home/Headquarters?**

Click **Yes** to answer question:

Step 5



Select "Charge by individual expense item".

Click OK.

Step 6



Create Expense Reimbursement

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

Step 7

Select from the Agency Code dropdown list.

<< Select >>

- 0520 BTH - Accounting
- 0530 CHHS - Dept of Social Services Revolving Fund #170
- 0531 Office of Systems Integration-Admin
- 0540 Secretary for Resources-CalFire Dept Acctng

Select the high level account code that applies to your Expense Reimbursement. (Consult your Department's Travel Unit for the appropriate account codes.)

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Prog	Category	Fed	Element	Comp	Task	Prime	Sub	Source
0001	0840	2009	001	1	30							0000		
0001	0840	2009	001	1	10							0000		
0001	0840	2010	001	712	30							0000		
0001	0840	2010	001	712	10							0000		
0001	0840	2011	001	33	30							0000		
0001	0840	2011	001	33	10							0000		

Click or **2. Expenses** to proceed.

Step 8

Click or to select an expense.

Expenses

	Mon Jan 2	Tue Jan 3	Wed Jan 4	
✓				

Expense: << Select >>

- Commuter Program
- Dues/Fees/Allowances
- Education/Training
- Incidentals
- Lodging
- Lodging, Non-comm, partial
- Meals
- Mileage
- Misc. Expenses
- Parking
- Phone/Communications
- Transportation

- Breakfast
- Business, Breakfast
- Business, Dinner
- Business, Lunch
- Dinner
- Lunch
- Meals/Incidents, Non-comm, full
- Meals/Incidents, Non-comm, partial

Step 9

Enter required information (based on the expense selected).

Example 1: Breakfast

Expense: Breakfast

Date: 01/02/12

Amount: 0.00

Payment Type: << Select >>

- Corporate Card
- Cash

Example 2: Lodging

Expense: Lodging

Date: 01/02/12

Amount: 0.00

Room Amount: 0.00

Tax Amount: 0.00

Receipt Included: Yes

Hotel: << Select >>

Step 10

Click .

Account: << Select >>

Enter a "Charge to" name. Click **Enter**.

Charge to: << Select >>

Agency: 0840

Fund: 0001

Sub Fund:

Organization: 0840

Fiscal Year: 2011

Reference #: 001

Chapter: 33

Program:

Category: 30

Fed Catalog:

Element:

Component:

Task:

Prime Account: 0000

Sub Account:

Source:

Detail Accounting: << Select >>

Enter

Delete

Then click **Detail Accounting**.

Step 11

Enter detail account coding. (Consult your Department's Travel Unit for the appropriate account codes.)

Enter Detail Accounting

Field 1: 2011

Field 2: 1234

Field 3: 12345

Field 4:

Field 5:

Field 6:

Field 7:

Field 8:

Field 9:

Field 10:

Field 11:

Field 12:

Done

Cancel

Click **Done** twice.

Step 12

Click **Enter**.

Edward Cullen [In State Regular: Test Code 4.3 ER w/Spec Acct]

File Edit View Help

Back Next Save Print Notes Info List Help Save and Close

1. General 2. Expenses 3. Completion

Expenses	Wed Jan 18	Thu Jan 19	Fri Jan 20		Totals
✓					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Expense: Personal Auto Mileage

Date: 01/18/12

Amount: 122.10

Miles driven: 220.0

License Plate No: jabcdefg

Origin: Origin

Destination: Destination

Charge To: Fremont FY2011

UCM Object Code:

Enter

Update



New



Create Expense Reimbursement

Instructions for creating Expense Reimbursement (with Specialized Account Coding)


Step 13

After all expenses have been entered,
Click  or  to proceed.


Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.



Step 14

The Submission tab displays your approver. If necessary use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy** (based on department policy).

Enter password and click .

Step 15

Select print options and . Transmittal page will display.

Click  and then click .

Attach receipts to Transmittal Sheet and forward to approver (based on Department policy).